



DEPARTMENT OF THE NAVY
NAVAL AIR SYSTEMS COMMAND
47123 BUSE ROAD, UNIT #IPT
PATUXENT RIVER, MD 20670-1547

IN REPLY REFER TO

NAVAIRINST 1650.1A
AIR-00EA2
11 May 98

NAVAIR INSTRUCTION 1650.1A

From: Commander, Naval Air Systems Command

Subj: MILITARY AWARDS PROGRAM

Ref: (a) SECNAVINST 1650.1F
(b) SECNAVINST 5216.5D
(c) SECNAVNOTE 1650 of 12 Apr 94

Encl: (1) Awarding Authorities and NAVAIRHQ Military Awards Board
(2) Instructions for Award Preparation
(3) Military Awards Package Checklist
(4) Personal Award Recommendation (OPNAV 1650/3 (Rev 1-94))

1. Purpose. To establish policy and describe procedures to recognize outstanding performance or achievement through award of personal and unit decorations to Naval Aviation Systems Team (TEAM) military personnel and units. This instruction is to be used in conjunction with reference (a).

2. Cancellation. This instruction supersedes NAVAIRINST 1650.1. As this version is a complete revision it should be read in its entirety.

3. Applicability

a. This instruction applies to Naval Air Systems Command Headquarters (NAVAIRHQ) competencies, field activities, and associated Program Executive Offices (PEOs).

b. Civilian or military honorific awards and other occasional forms of recognition, are covered by special notices or instructions from higher authority. In each case, a call for nominations will be made by the Human Resources Office, Naval Air Warfare Center, Aircraft Division (NAWCAD), who will receive and process the award recommendations. For more information see www.nawcad.navy.mil/nawcad/hro/award.htm.

c. Joint Service, Department of Defense, or awards of precedence higher than described here in require special processing. Guidance and samples for preparing such awards are available from the Commander, Naval Air Systems Command (COMNAVAIRSYSCOM) Flag Secretariat.

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- d. Only the following personal and unit awards listed below are covered by this instruction:

Personal Recognition

Letter of Appreciation (LOA)	Meritorious Service Medal (MM)
Letter of Commendation (LOC)	Legion of Merit (LM)
Navy Achievement Medal (NA)	Military Outstanding Volunteer Service Medal (OVSM)
Navy and Marine Corps Commendation Medal (NC)	

Unit Recognition

Meritorious Unit Commendation (MUC)	Navy Unit Commendation (NUC)
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4. Policy

a. A key to high morale is timely and appropriate recognition of personal and unit performance. Supervisors are strongly encouraged to make full use of the award system by recommending deserving individuals for personal awards, issuing individual Letters of Commendation (LOC) or Letters of Appreciation (LOA), and preparing unit award recommendations commensurate with the demonstrated level of performance.

b. The value of awards and the award system will be sustained through proper application of this instruction. When deciding on an appropriate award, originators should use this instruction, reference (a), and other periodic guidance from the Chairman, COMNAVAIRSYSCOM Awards Board. A properly selected award will be commensurate with the level of responsibility, scope of assignment, and, most importantly, the relative success and performance of the individual or unit when compared to others in similar situations. The summary of action must quantifiably demonstrate a level of performance beyond that which can be adequately recognized by a lesser award or a superior fitness report.

c. There are no "end-of-tour," "mid-tour," or "retirement" awards. Nor are there automatic or guaranteed awards associated with an individual's tour or position. There are only achievement (also called impact) awards and awards based on sustained superior performance.

(1) Impact awards are for a specific act or achievement that cannot be adequately recognized by any other means and when the award's significance would be diminished if presentation were delayed. If the award is approved, the specific act or achievement cannot be used as part of another award recommendation for sustained superior performance. Impact awards are differentiated by their start and stop dates, which delimit the event or action rather than the member's tour or period of assignment.

(2) Awards for sustained superior performance are normally accorded an individual at the termination of the period during which the person demonstrated that performance, such as the end of an assigned tour of duty. That tour must cover at least 12 months except in unusual circumstances

(e.g., early retirement or sudden transfer). Persons changing job assignments and reporting seniors within Naval Air Systems Command (NAVAIR) or a PEO may be nominated for such an award.

d. Awards should be recommended, processed, and presented as soon after the special act or achievement (for impact awards) or before the individual transfers or retires (for sustained superior performance awards). A note explaining the delay must accompany award recommendations prepared without sufficient lead-time.

e. The COMNAVAIRSYSCOM Military Awards Board (hereinafter referred to as the "Board") is composed of representatives from each of the competencies and PEO's. It is chartered to receive and review both personal and unit award nominations and provide their recommendation to COMNAVAIRSYSCOM. As such, upon receipt of an award recommendation for their review and deliberation they may approve the recommended award, approve either a lesser or a higher award, or return the package without a vote as explained in enclosure (1).

f. A Summary of Action (SOA) is optional in a package recommending the (NA) for impact awards or for awards recommended on the occasion of retirement provided the member's contributions can be fully explained in the citation. When submitted, a SOA will not exceed one page for a NA or NC, two pages for a MM, or four pages for a LM.

g. The Military Outstanding Volunteer Service Medal (MOVSM) is awarded to those who have distinguished themselves through outstanding community service. The eligibility requirements of reference (c) apply. In order to ensure uniform application two additional pieces of information are required for all packages: 1) letters of endorsement, recognition, etc., that support sustained and direct volunteer service, and 2) a statement from the member's supervisor/commander that comments on member's professional performance during the same period. Subject to positive review by the Board, a letter will be issued authorizing the individual to wear the MOVSM.

h. COMNAVAIRSYSCOM will be the originating official on recommendations for unit awards. Unit commanders or commanding officers preparing unit award recommendations will forward complete packages, prepared following reference (a), via their chain of command, in final form ready for COMNAVAIRSYSCOM signature (albeit leaving the specific signature information blank).

i. Facsimile award recommendations will be processed as originals as will electronic (email) copies provided all the information including signature is legible. The preferred format for electronic copies is Adobe Acrobat (.pdf). Send all electronic copies to awards.nimitz@navair.navy.mil.

5. Award Process

a. Processing lead-times start with a minimum of two weeks from receipt at NAVAIRHQ for the Board's review and approval. Add to that internal processing at the field activity and processing by higher authority and an award can conceivably take as long as four months from conception to be written, processed, approved, and returned to the originator for presentation. Further delays are guaranteed if the recommendation doesn't meet the administrative guidelines of this instruction or is so poorly written that it must be returned to the originator for rewrite. Therefore, the following

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originator for presentation. Further delays are guaranteed if the recommendation doesn't meet the administrative guidelines of this instruction or is so poorly written that it must be returned to the originator for rewrite. Therefore, the following lead-times (established from receipt by the Board) are considered absolute minimums: allow 4 weeks for NAs and MMs and 8 weeks for LMs. Field activities should take into account additional time for mail and routing. Between March and September (the common period for transfers) allow an additional 1-3 weeks.

b. Originating activities should establish their own review process to ensure a high quality award program. An award recommendation is an administrative tool that, although submitted to recognize an individual, also reflects the quality of the originator's administrative system. As such, it should be submitted in a timely manner, be technically accurate, and meet all the basic criteria of a well researched, well-written document. Detailed guidance is provided in enclosure (2).

6. Award Presentation. Approved awards should be presented, whenever possible, in a suitable ceremony conducted in an officious and professional manner. Using the phrase "Attention to Orders" is customary and proper to call military attendees to attention for the reading of citations accompanying medals. The citation should be read by a third party. Family members should be invited to attend in addition to coworkers. Presentation medals can be used for the ceremony when the member would otherwise only receive gold star or when the award is approved, but due to delays, the certificate, citation, and medal will not be available until a later date. Sources and stock numbers are provided in reference (a).

7. Point of Contact. Personnel of the COMNAVAIRSYSCOM Flag Secretariat can answer award questions. They can be reached via electronic mail at awards.nimitz@navair.navy.mil or by phone at commercial (301) 757-7813/7842 or (facsimile) (301) 757-2688. The DSN prefix is 757.

8. Form. OPNAV 1650/3 (Rev 1-94) Personal Award Recommendation, S/N 0107-LF-017-5800 can be retrieved electronically through Delrima Formflow or can be ordered per CDROM NAVSUP Pub 600.



CRAIG E. STEIDLE

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AWARDING AUTHORITIES AND NAVAIRHQ MILITARY AWARDS BOARD

1. Awarding Authorities. Awarding authorities for common Navy and Marine Corps awards for all military members and units assigned to NAVAIR and PEOs are listed below. The awarding authority corresponds to the addressee in the "To" block of OPNAV 1650/3 (1-94), Personal Award Recommendation (see enclosure (2)). "Via" addressees, when noted, correspond to block 23 of the OPNAV 1650/3.

AWARD ORIGINATOR	LEGION OF MERIT (LM)	Meritorious Service Medal (MM)	Navy and Marine Corps Commendation Medal (NC)	Navy and Marine Corps Achievement Medal (NA) and MOVSM	UNIT AWARDS	Letters of Commendation and Appreciation (LOC/LOA)
PEO	SECNAV (via COMNAVAIRSYSCOM)	COMNAVAIR-SYSCOM	PEO	PEO	SECNAV (via ASN (RD&A))	PEO
NAVAIR HQ and FIELD ACTIVITIES	CNO (via CMC for retiring USMC Colonels)	COMNAVAIR-SYSCOM	COMNAVAIR-SYSCOM or Unit Commander (if Flag Officer)	COMNAVAIR-SYSCOM (or unit Commander/Commanding Officers for impact awards)	SECNAV (NUC) or CNO (MUC)	COMNAVAIR-SYSCOM (Note 1)

Note 1: Unit commanders and commanding officers are encouraged to present locally prepared LOAs and LOCs under their signature.

2. COMNAVAIRSYSCOM Military Awards Board

a. The Board, reporting to the Vice Commander and Commander, reviews all personal and unit award recommendations forwarded for approval or endorsement. It uses reference (a) and close liaison with the Chief of Naval Operations Awards and Special Projects Branch, the Navy Department Board of Decorations and Medals, and the Department of Defense Awards Board to justify its recommendations.

b. Board members provide feedback to their respective competency or activity following Board deliberations both individually and through the Recorder. The Board is responsible for the continuous improvement of the awards process within its area of influence. Periodically, the Board Chairman will disseminate award information to keep all informed of process changes and program issues.

c. Memberships are established in staggered terms, when possible, to preserve continuity. Board members are appointed by their competency lead to serve for no less than a one-year term and normally until the projected rotation date of their NAVAIR tour. Each member will have a designated alternate, known to the Recorder and Chairman, who will substitute during the member's extended absence due to leave, travel, etc.

d. Rotating Board members are Navy Captains or Commanders (Lieutenant Commander Limited Duty Officers with approval of the Vice Commander) from each of the competencies

Enclosure (1)

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(AIR-1.0, AIR-2.0, AIR-3.0, AIR-4.0, AIR-6.0), a single representative from one of the three PEOs, and a Marine Corps representative (Major or above) from any competency. Permanent Board members are the Flag Secretary and Command Master Chief. The Flag Secretary also serves as Recorder.

e. The Chairman is the Board representative of the Commander and Vice Commander. Chairmanship rotates annually among the captains serving on the Board. In the absence of the Chairman, the next senior Board member will carry out the duties of the office.

f. The Board meets as often as necessary to ensure expeditious processing of awards. Each member has one vote and majority vote determines the outcome. In the case of a tie, the Chairman casts the deciding vote. Members who are unable to attend in person and whose alternate cannot attend may give their votes and comments to the Recorder in advance. At the Chairman's discretion, awards may be reviewed with less than the nominal quorum of five voting members but will so inform the Vice Commander and Commander.

g. The Board may approve, disapprove, or return without action award recommendations received for its review as follows:

(1) Award recommendations approved as written are presented by the Recorder to the Vice Commander and Commander for their review, approval, and signature.

(2) Originators of award recommendations that do not merit approval as written (i.e., are disapproved or downgraded) will be provided a single opportunity to rewrite the recommendation and provide additional information to substantiate the award at the higher level. A two-week suspense will be placed on such packages. Awards that are not rewritten and received by the Recorder within the two-week limit or that the originator decides will not be rewritten are approved at the level recommended by the Board.

(3) Awards that do not meet the administrative guidelines of this instruction, those that have egregious errors, or are unsupported at any level, will be returned without a vote. The Recorder will provide the originator with detailed justification and comments from the Board. This information will also be provided to the Vice Commander and Commander.

h. Duties of the Recorder. The Recorder operates the administrative system that receives, reviews, and processes award recommendations for COMNAVAIRSYSCOM. The Recorder will:

(1) Receive and conduct an administrative review of award recommendations. The Recorder will correspond with the originator to fix problems and, if necessary, return the package for corrections/compliance with this instruction.

(2) Schedule Board meetings at reasonable intervals depending on the number of awards received or their urgency. The Recorder will prepare and distribute packages for Board members' review no later than three working days prior to the scheduled Board meeting.

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(3) Receive votes from Board members who cannot attend and who do not provide an alternate. The Recorder will present those votes to the Board after all other votes. During Board deliberations, the Recorder will maintain a written record of all votes and significant comments.

(4) Prepare certificates and smooth citations for approved NAs, NCs, and MMs, make and distribute appropriate file and record copies, and forward the award to the recipient's chain of command.

(5) Make minor corrections to packages approved for forwarding to higher authority. When errors are so numerous or egregious as to require significant rework, the package will be returned to the originator for correction within two calendar weeks with appropriate guidance from the Board.

(6) Maintain regular contact with approval authorities for pending awards and general guidance on the award process.

INSTRUCTIONS FOR AWARD PREPARATION

1. Award Package

- a. An award package consists of:
 - (1) a completed and signed OPNAV 1650/3 (1-94), Personal Award Recommendation;
 - (2) a Summary of Action (SOA) on separate bond paper;
 - (3) a double-spaced proposed citation on separate paper; and
 - (4) a properly labeled, PC-DOS, 3.5" computer diskette containing the SOA and citation in electronic form (Microsoft Word 6.0 (preferred) or WordPerfect).
- b. Late awards also require a signed statement from the originator explaining the reason(s) for the delay and actions taken to prevent recurrence.
- c. Originators are responsible for the quality of the award package. These packages constitute formal correspondence between the originator and the approval authority. Absolute attention to details in preparing each component is essential to ensure the award is not delayed for administrative reasons.
- d. Award recommendations may be submitted electronically in either Adobe Acrobat (.pdf) format or via facsimile. In either case, the Flag Secretariat must be contacted via phone to ensure receipt and the original recommendation must be forwarded via regular mail.

2. General Guidelines

- a. Award recommendations must comply with basic rules for grammar, punctuation, and usage of formal writing found in numerous references including the United States Government Printing Office Style Manual dtd March 1984, the Department of the Navy Correspondence Manual; SECNAVINST 5216.5D (especially chapter 3), dictionaries and other sources for correct English.
- b. Use third person, active voice, and past tense. Passive voice gives the impression that someone other than the nominee did the work. Use passive voice only if there is good reason to avoid saying who or what acted. When in doubt, write actively, even if the identity of the person performing the action should be obvious to the reader.
- c. Write succinctly. Use short paragraphs, bullets and sentences. A paragraph or bullet should express one idea; a sentence, one thought. Use sub-bullets to break up a lengthy bullet that describes several actions contributing to the main accomplishment - or review what was written to remove extraneous detail.

d. Be positive. Do not build up a nominee by criticizing a predecessor (no matter how deserving). This is one case where passive tense and somewhat vague language about a problem's origin is appropriate (e.g., "Faced with a program behind schedule..."). Never mention a contractor by name when discussing problems. A final caution: Ensure the wording makes it clear that the nominee was not responsible for the problem in the first place.

e. Begin bullets with a verb. The SOA will be strengthened and unnecessary introductory remarks will be reduced. Using a verb immediately tells the reader what the nominee did, which should be followed by specifics of the action accomplished and quantifiable result. Leave out modifiers (skillfully, industriously, ably) as they have no weight in supporting the award.

f. Awards are not given for doing a job as expected. They are awarded for doing something extra. Bring this out in the SOA.

3. Unit Awards. Chapter 3 of reference (a) describes the preparation of unit awards. The following additional specific guidelines will be followed:

a. NAVAIR units may not nominate themselves for unit awards. That is, although a field activity may prepare the entire package, the cover page (not the first endorsement) will be signed by that unit's immediate superior in command (ISIC).

b. Unit award recommendations will be forwarded to the Secretary of the Navy via their chain of command. Each activity head in that chain of command will endorse the package to the next ISIC.

c. Packages forwarded to COMNAVAIRSYSCOM for endorsement will contain a draft, proposed letter for signature.

4. OPNAV 1650/3 (1-94), Personal Award Recommendation. The following is supplemental information to Appendix B to chapter 2 of reference (a). Ensuring the information is complete and accurate will prevent undue processing delays.

a. "From" Block. Use the title and complete address of the competency lead, PEO or activity commander/commanding officer. This is the address that will be used to return completed awards and correspond with the originator.

— b. "To" Block. Use the awarding authority information from the table in enclosure (1) to this instruction.

c. Block 9. Award recommendations for sustained superior performance will have the "No" block checked. Those for impact awards will have the "Yes" block checked.

d. Block 10. Check box to the left of "Meritorious."

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e. Block 12. Ensure dates placed in this block match the dates used in the SOA and the citation. Use month and year ONLY for sustained superior performance awards. Most achievement awards will require complete dates.

f. Block 13. Normally, this block will be marked "CONUS" unless the individual was permanently assigned in an overseas area.

g. Block 14. Should be "INDEFINITE" for officers unless the nominee is retiring or separating. For enlisted members, type in the Expiration of Active Obligated Service (EAOS). In all cases this date will be the same as or beyond the end date of the award.

h. Block 15. Use the EARLIER of the member's last working day or the desired presentation date. If the date changes, inform the Recorder immediately.

i. Block 16. Give the Plain Language Address (PLA) command name and full mailing address including zip code. If the person is retiring, give the full home address. If undetermined at time of processing type "Return to Originator." If the nominee changed billets within the same activity, provide the billet code as well as the command.

j. Block 17. The PLA title should be used. As in block 16, if the nominee changed billets within the same activity, give the billet code as well.

k. Block 18. Give billet title (and AIR code if it will fit).

l. Block 19. List all personal awards and the period (month and year) each covers. Personal awards include the NM and higher only. Ensure the time period for any listed award does not coincide with the dates provided in block 12. If the member's service record is unavailable, the Navy Department Board of Decorations and Medal (202) 685-1764 or DSN 221-1764 has a database that lists personal awards and dates, keyed to the member's social security number.

m. Block 21. "None" if no other awards are being submitted concurrently.

n. Block 22. "A matter of record" is used for posthumous awards only.

o. Block 23. PEO, commander/commanding officer (for field activities), or competency lead for NAVAIRHQ will sign forwarding endorsements for offices and commands under their purview.

5. Summary of Action (SOA). SOAs will be of a quality appropriate for a flag officer's signature, single-spaced and forwarded on plain bond paper (not the back of the OPNAV 1650/3). It is the prime focus of the award package and used to justify an award. It is optional for NAs intended to recognize a special act or achievement (impact award) or awards recommended for sustained superior service during an entire career (retirement). In these cases, however, the citation should be carefully written, as it will stand alone to substantiate the level of award recommended.

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a. Content. Prepare with a short lead-in paragraph describing the scope of responsibilities, followed by subparagraphs (bullets) of describing achievements, and a closing paragraph. Use bullet format and begin bullets with a strong verb. Show cause and effect giving specifics of a person's accomplishments, concentrating on the essentials. It should be very technical in nature and highly specific.

b. Format

(1) Limit the SOA to one single-spaced page for NA and NC, two pages for MM and three to four pages for an LOM. Unit awards have no specific page limit, but brevity is encouraged.

(2) Do not use boldface, underlines, or other special characters (e.g., all capital letters) to highlight individual words or phrases.

(3) Use a bullet for each achievement and set off each bullet with a special bullet mark (e.g., hyphen or asterisk) and use a different bullet mark for sub-bullets.

c. Lead in Paragraph. This paragraph is used to present basic information. Limit it to approximately four sentences. Give the last name and short form of rank, billet title, command, period of action, and a very brief statement of the nominee's responsibilities. Use a topic sentence to state what the focus will be. The number of people supervised and how much a program was worth go here, rather than being listed as achievements.

d. Use acronyms for rank in the summary and use short forms of enlisted rank.

e. Write in plain English. Avoid convoluted wording and passive tense. Do not paraphrase the opening words of citations.

f. Be brief. Edit scrupulously. Show cause and effect - this is all that matters. Do not describe the job or personal traits. Glittering generalities carry no weight unless supported by facts. Provide factual examples of what the person did, how it was done, with the quantifiable results and benefits the results produced. Show how achievements were outside of normal responsibilities or, if part of the job, were significantly better than would have normally been expected of anyone serving in that billet.

g. The more junior the billet, the more the SOA must state concrete actions taken. Seniors direct, juniors carry out tasks. For example, a senior may select and lead a team to do a site survey, a junior performs the survey and analyzes the results.

h. When writing about senior, particularly at the LM level, show the personal value added. A leader does long-term planning, provides direction, sets priorities, implements processes, establishes procedures, allocates resources, sets schedules, assigns tasks, resolves conflicts within the organization, mediates between the organization and outside influences, and communicates with high-level resource sponsors, the SECNAV, other services, Congress, etc., to obtain desired outcomes. Some ideas of what to address:

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- (1) What long term planning did the nominee do? What process was used?
- (2) What strategy was developed and how was it implemented?
- (3) What procedures and processes did the leader establish and/or implement? What was the (quantified) benefit?
- (4) What problems were solved and what did the leader have to do with it?
- (5) What directions were given? Why was it needed? What resulted?
- (6) What were the priorities? What were the resources? Did the nominee have to make hard choices? How did it affect the outcome?
- (7) What conflicts had to be resolved? What was the result?
- (8) How did the nominee's tasking effect the outcome?
- (9) What did the nominee do to help the organization or program when faced with outside challenges (SECNAV, DOD, contractors, etc.)? Did it work?
- (10) What did the nominee do to help subordinates do their job?

i. Measures of effectiveness: Generalities and undefined quantities (e.g., numerous, several, significant impact, etc.) lack conviction. Provide concrete examples. Quantify accomplishments whenever possible (e.g., savings in money, labor, time, percentage increases in readiness or obligated funds, etc.).

j. When nominating several people in the same chain of command for an award, based on the same accomplishments, use judgment in crediting each person for the same accomplishment or the credibility of each package suffers. Staggering award submissions is not an effective remedy. For example, the Operations Officer and the Safety Officer each influence a command's safety record, but in different ways. State the actions each took based on their differing responsibilities to differentiate between the same outcome.

k. Keep the ending paragraph relatively short. The bullets have established whether the nominee warrants an award so you need not restate accomplishments. State the overall service the nominee provided to the command and the Navy.

l. If the person is retiring state as much in the ending paragraph and give the length of service. Do not put this in the citation. Awards in conjunction with retirement are viewed as recognition of total service acknowledging the member's entire career. The SOA will only reflect accomplishments for the period noted in block 12 of the Personal Award Recommendation.

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6. **Citation.** The citation is the heart of the award package. It must be written for an audience that knows absolutely nothing about Naval Aviation Depot (NAVAVNDEPOT), Research, Development Test and Evaluation (RDT&E), Standard Depot Level Maintenance (SDLM), and National Work Capital Funds (NWCF). It must be written for family and friends who will not be fully abreast of Navy issues or most Navy undertakings. If the average high school student can't understand from the citation what the recipient did to merit the award, the citation needs to be reworked. If the citation is provided as sole substantiation for impact or retirement awards, it must be carefully crafted to ensure it supports the recommended award.

a. Use the formats and phrases of reference (a) as a guide for preparing the citation, which should be block justified, with 1" margins, on plain bond paper, and no longer than 22 lines.

b. All major accomplishments in the SOA should be in the citation. If space is a problem, list the most significant. Provide specific details.

c. Use the following formats for the header, identification block, and opening and closing sentences.

(1) **Header.** The name of the award is always in all capitals and boldface type. If the award is not the first, put "a Gold Star in lieu of the (number) award)" immediately after the name of the award.

(2) **Identification Block.** Center and use all capital letters in boldface type. Give the full rank, first, middle, and last name on the first line, name of staff corps (if applicable) on the second line, and service on the last line. If the rank and name are so long as to appear disproportionate on the page, put the rank and the name on separate lines. Don't use NMN for people with no middle name.

(3) **Opening sentence.** Reference (a) provides the beginning phrases for each award. Do not change them. The opening statement is followed by the billet title, duty station, and period of the award. Never use the day of the month except for impact awards describing achievements that occurred on a single day or very short time span, such as for lifesaving.

(4) **Ending sentence.** The ending sentences provided in reference (a) are acceptable. Also acceptable are variants such as:

-- (a) "His/Her/X's leadership, initiative, and loyal devotion to duty [good qualities; normally three] reflected great credit upon him/herself and upheld the highest traditions of the United States Naval Service."

(b) Instead of beginning with the name and a list of qualities, you may write, "By his/her contributions to the future of naval aviation (or whatever aspect of performance you want to emphasize), Major Jones upheld the highest traditions of the Marine Corps and the United States Naval Service."

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d. Additional rules for citations:

(1) Do not use acronyms or abbreviations in the citation. Use the word "percent" rather than the "%" symbol.

(2) Do not use short forms of rank (e.g., not "Master Chief" but "Master Chief Petty Officer")

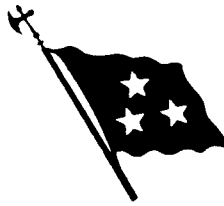
(3) Use dollar signs and full words as in "\$200 billion/million/thousand" vice "\$200B/M/K" or "200 million dollars."

7. LOA/LOC. Any commander or commanding officer, as well as PEOs, may award an LOA or LOC for performance of actions deserving of special recognition but insufficient to support a medal award. Submissions of LOAs and LOCs for signature by COMNAVAIRSYSCOM are encouraged and require neither SOA nor Board review.

a. The LOA is prepared on letterhead paper in standard Navy letter format with an introductory paragraph expressing appreciation or stating the person is being commended. The successive paragraphs should describe the action. A final closing paragraph expresses once again recognition and appreciation for the achievement usually ending with a "Well done!" or similar words.

b. The LOC is prepared in the manner of an award citation described elsewhere in this instruction using citation stationery. It is a stylized document prepared using the example on the following page when prepared for signature by COMNAVAIRSYSCOM. Note the page, enclosure, and instruction markings on the example citation that follows should not be used on a smooth award.

NAVAIRINST 1650.1A
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Commander
Naval Air Systems Command
takes pleasure in commending

AVIATION ELECTRONICS TECHNICIAN SECOND CLASS
JOHN PAUL JONES
UNITED STATES NAVY

for exceptional performance of duty during the period 15 through 26 June 1998 while serving as

(...describe achievements with up to 22 lines of text overall...)

...Petty Officer Jones' integrity, determination, and resourcefulness reflected great credit upon himself and were in keeping with the highest traditions of the United States Naval Service.

(...skip 5 lines...)

J. A. LOCKARD
Vice Admiral, U.S. Navy

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MILITARY AWARDS PACKAGE CHECKLIST

Use this checklist prior to forwarding an award recommendation to NAVAIRHQ for review. A complete package consists of OPNAV 1650/3 (Rev. 1-94), citation, and disk or electronic copy. SOA is optional as noted in the basic instruction, but if included, must be checked with rest of package. Remember, if approved by the board, your package will be submitted AS IS to COMNAVAIRSYSCOM with your name on it. Accuracy and completeness are key.

OPNAV 1650/3 (Rev. 1-94)

- ☐ Complete and correct addresses in "From" and "To" blocks
- ☐ Full (and correct) name.
- ☐ Block 10 "Meritorious".
- ☐ Block 12: Do dates match citation and write-up?
- ☐ Block 13: "CONUS" - unless assigned overseas.
- ☐ Block 14: "INDEFINITE" or member's actual EAOS. Ensure later than award end date.
- ☐ Block 15: Desired presentation date and reason for detaching (if applicable).
- ☐ Block 19: NA and above only with inclusive dates (MMYY). Ensure no overlap with this award.
- ☐ Block 21: "None" (normally).
- ☐ Block 22: check "Known to me".

SUMMARY OF ACTION

- ☐ First paragraph describes duties, responsibilities, & scope of assignment.
- ☐ Name and dates match OPNAV 1650/3.
- ☐ All following paragraphs are bullet format with one concept or idea per bullet.
- ☐ Each bullet shows cause and effect. Superfluous superlatives eliminated.
- ☐ Last paragraph includes retirement statement if applicable.
- ☐ Maximum length not exceeded - 1 page NA or NC, 2 pages MS or LM.
- ☐ Spell checked.

CITATION

- ☐ Header shows proper number of award (remember Gold Star for second or higher)
- ☐ Full rank, name, corps, and service - all bold - and matches OPNAV 1650/3.
- ☐ Dates match OPNAV 1650/3.
- ☐ 17 to 22 lines, double-spaced body.
- ☐ Correct opening and closing sentences.
- ☐ No acronyms, abbreviations, or symbols except the dollar (\$) sign.

DISK

- ☐ Microsoft Word 6.0 (or compatible)
- ☐ PC-DOS (not MAC) 3.5" disk
- AND/OR
- ☐ Electronic copy sent via email to awards@navair.navy.mil

11 May 98

PERSONAL AWARD RECOMMENDATION

ENSURE ALL BLOCKS ARE FILLED IN, SIGNED AND DATED.

FROM: ADDRESS:		TO: (Awarding Authority) ADDRESS: UIC/RUC:	
COMMAND POC: 1. SOCIAL SECURITY NUMBER 3. NAME (Last, first, MI)		14. EXP. OF ACTIVE DUTY IF RETIREMENT/SEPARATION, NUMBER OF YEARS 15. EST. DETACHMENT DATE <input type="checkbox"/> RETIREMENT <input type="checkbox"/> TRANSFER <input type="checkbox"/> TERMINAL LEAVE	
4. COMPONENT (USN, USMC, etc.)		16. NEW DUTY STATION (Home address if separation anticipated) ADDRESS:	
5. GRADE/RATE		17. UNIT AT TIME OF ACTION/SERVICE	
6. WARFARE DESIGNATOR		18. DUTY ASSIGNMENT	
7. UIC/RUC:		19. PREVIOUS PERSONAL DECORATIONS AND PERIOD RECOGNIZED (exclude Purple Heart and Combat Action Ribbon)	
8. RECOMMENDED AWARD (See instruction #3 on back)		9. SPECIFIC ACHIEVEMENT <input type="checkbox"/> YES <input type="checkbox"/> NO	
10. <input type="checkbox"/> HEROIC <input type="checkbox"/> MERITORIOUS <input type="checkbox"/> HEROIC POSTHUMOUS <input type="checkbox"/> MERITORIOUS POSTHUMOUS <input type="checkbox"/> MIA		20. PERSONAL AWARDS RECOMMENDED-NOT YET APPROVED	
11. NUMBER OF AWARD OF RECOMMENDED MEDAL		21. OTHER PERSONNEL BEING RECOMMENDED FOR SAME ACTION	
12. ACTION DATE/MERITORIOUS PERIOD		22. I certify that the facts contained in the summary of action are <input type="checkbox"/> known to me <input type="checkbox"/> a matter of record	
13. GEOGRAPHIC AREA OF ACTION/SERVICE		NAME, GRADE, TITLE OF ORIGINATOR	
23. FORWARDING ENDORSEMENTS BY VIA ADDRESSEE(S). (Attach additional sheets only as necessary)		SIGNATURE	
DATE		24. TO BE COMPLETED BY AWARDING AUTHORITY	
VIA		COMMAND (To be completed by originator)	
RECOMMENDED AWARD		COMBAT "V"	
SIGNATURE, GRADE		DATE FWD	
1		<input type="checkbox"/> YES <input type="checkbox"/> NO	
2		<input type="checkbox"/> YES <input type="checkbox"/> NO	
3		<input type="checkbox"/> YES <input type="checkbox"/> NO	
DISPOSITION OF BASIC RECOMMENDATION		COMBAT "V"	
EXTRAORDINARY HEROISM RECOMMENDED		SIGNATURE, GRADE, TITLE	
<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO	
DATE APPROVED		FOR USE OF NDBDM ONLY	
FROM: SECNAV (NDBDM)		DATE:	
TO: CNO (NO9B33) CMC (CODE MHM)		1. Extraordinary heroism recommended <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA	
2. Reviewed and recorded		By direction	

INSTRUCTIONS

1. Before completing this form see SECNAVIST 1650.1F
2. The Summary of Action (item 24) is requested *(except for Command approved NAMS)*. In addition attach a double spaced proposed citation.
3. Two (2) letter codes to be used in blocks 8, 19, 20, 23, and 24

MH - Medal of Honor
NX - Navy Cross
DM - Distinguished Service Medal
SS - Silver Star
LM - Legion of Merit
LV - Legion of Merit with V
DX - Distinguished Flying Cross
DV - Distinguished Flying Cross with V

NM - Navy & Marine Corps Medal
BS - Bronze Star
BV - Bronze Star with V
PH - Purple Heart Medal
MM - Meritorious Service Medal
AS - Air Medal - Strike/Flight
AF - Air Medal - Individual Action
AH - Air Medal - Individual Action with V

JC - Joint Service Commendation Medal
NC - Navy Commendation Medal
CV - Navy Commendation Medal with V
JA - Joint Service Achievement Medal
NA - Navy Achievement Medal
NV - Navy Achievement Medal with V
CR - Combat Action Ribbon

25. SUMMARY OF ACTION *(not required for Command approved NAMS)*